

Program Assistance Letter

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DOCUMENT TITLE: Federally
Qualified Health Center Look-Alike
Program Baseline Scope Verification for
Implementation of Electronic
Information Systems

TO: Federally Qualified Health Center Look-Alikes
Primary Care Associations
Primary Care Organizations
National Cooperative Agreements

I. BACKGROUND

[Program Assistance Letter \(PAL\) 2010-02](#), issued on May 19, 2010, describes how the Health Resources and Services Administration (HRSA) is enhancing the Federally Qualified Health Center (FQHC) Look-Alike Program by streamlining and simplifying application and data reporting processes through integration into the HRSA Electronic Handbooks (EHB). These enhancements will better support health centers with improved processes for applying for FQHC Look-Alike designation, recertification and renewal of designation, facilitating submissions for requesting changes in scope of project, and enhancing communications. This important effort will substantially improve HRSA's ability to oversee and provide support and assistance to FQHC Look-Alike organizations.

As a part of this initiative, all FQHC Look-Alikes recently verified information about their organization and the primary Point of Contact/Authorizing Official (POC/AO) for registration in the HRSA EHBs. To further support this effort, beginning July 1, 2010 through July 14, 2010, all FQHC Look-Alikes, must verify their approved scope of project. This activity is known as Baseline Scope Verification (BSV). BSV is an essential step for each FQHC Look-Alike to establish an accurate and complete electronic scope of project for sites, services, and other activities approved by HRSA.

II. IMPLEMENTATION OF BASELINE SCOPE VERIFICATION

For BSV, HRSA has transferred data on the most recently approved scope of project for each FQHC Look-Alike from their "paper" application into the EHB. To complete the BSV process, each POC/AO must identify their FQHC Look-Alike in EHB, and electronically verify data on the organization's scope of project. POCs/AOs must access the BSV module

using the authentication code provided to them by HRSA upon completion of registration in EHB. Specifically, the POC/AO must review and verify data about his/her organization's service sites, which have been pre-populated from HRSA's current databases. POCs/AOs must also enter data on services and other activities that are part of their organization's current approved scope of project. The BSV process is a verification of each FQHC Look-Alike's current approved scope of project and is not an opportunity for FQHC Look-Alikes to add or delete services or sites from their approved scope of project. Once entered/verified, this data will be stored in a scope repository and will establish an electronic baseline scope of project for each FQHC Look-Alike. This information will be available for use in all future applications and actions, including recertification and renewal of designation applications and change in scope requests.

BSV will enable HRSA staff to provide better customer service and assure each FQHC Look-Alike that accurate information about their program is on file. In addition, FQHC Look-Alikes will benefit from the pre-population of scope of project data into future recertification applications and related electronic submissions, thereby reducing work duplication.

A. TIMEFRAME

All FQHC Look-Alikes will be required to verify and document the services and sites in their federally approved scope of project during the one-time BSV. FQHC Look-Alikes will begin entering data for this process into EHB starting July 1, 2010 and finish no later than July 14, 2010. Failure to complete the scope verification process by July 14, 2010 will negatively impact an FQHC Look-Alike's ability to submit all future applications for continued designation, including recertification and renewal of designation applications and change in scope requests.

B. BASELINE SCOPE VERIFICATION PROCESS

To complete the BSV process, each FQHC Look-Alike must log into HRSA's EHB and verify/provide information as necessary on their current approved scope of project (services, sites, and other activities). In doing so, the following should be noted:

- Each FQHC Look-Alike must verify its current HRSA-approved scope of project, not any planned or proposed scope of project changes. HRSA will pre-populate data on current sites from existing HRSA databases, which will be available for review by the FQHC Look-Alike on July 1, 2010. Only sites already in HRSA's database will be pre-populated on Form 5-Part B for verification.
 - If a change in scope request to add/delete/relocate a site is approved after June 29, 2010, then the FQHC Look-Alike will be asked to add/delete this site to their scope of project electronically during the BSV process.
 - The BSV process is not an opportunity for an FQHC Look-Alike to submit a new change in scope request or make any changes to its current approved scope of project.
- FQHC Look-Alikes must enter information on services provided (Form 5-Part A) into EHB. The system will require each FQHC Look-Alike to enter data on services provided in two sections – required services and optional services.

- FQHC Look-Alikes must also enter information on other activities/locations (Form 5-Part C).
- FQHC Look-Alikes will be provided the option to include supporting documentation for data supplied on Forms 5-Part A, 5-Part B, and 5-Part C as a part of their BSV submission.
- Upon completion of their BSV submissions, FQHC Look-Alikes will receive an e-mail notifying them that their baseline scope data submission is complete. This data will be verified by FQHC Look-Alike Project Officers, who may contact FQHC Look-Alikes for clarification on questions related to their BSV submissions. Once BSV data is verified, the baseline scope of project will be confirmed by an official HRSA e-mail communication.

C. TRAINING AND TECHNICAL ASSISTANCE FOR BASELINE SCOPE VERIFICATION

In order to assure the success of the BSV process, HRSA is committed to providing the following technical assistance (TA) and training to support FQHC Look-Alikes:

- Conduct a TA conference call for FQHC Look-Alikes to provide a general orientation to the BSV process on June 30, 2010 from 2:00 PM to 4:00 PM EDT. The dial-in telephone number and pass code are (888)-282-0576 and FQHC, respectively.
- Post information regarding BSV and TA materials on the BPHC Web site. TA resource links on the Web site will also include the BPHC Help Line at (301) 443-7356.

III. NEXT STEPS FOR FQHC LOOK-ALIKES TO PREPARE FOR BSV

To facilitate this verification process, HRSA encourages FQHC Look-Alikes to take the following steps:

1. Assure that EHB registration has been completed and the POC/AO has received the authentication information from HRSA to access the BSV module.
2. Locate Forms 5-Part A, 5-Part B, and 5-Part C (Policy Information Notice 2009-06: Federally Qualified Health Center Look-Alike Guidelines and Application at <http://bphc.hrsa.gov/policy/pin0906/>). Collect all required and related supporting documentation for the most recently approved application or change in scope request.
3. Look for e-mails from HRSA that contain important information about BSV.
4. Participate in the TA conference call scheduled for June 30, 2010 at 2:00 PM EDT. Replay of the June 30, 2010 TA call will be available until December 30, 2010. To access the replay, please call (800)-766-1882 and provide pass code 8349.
5. Contact the BPHC Help Line or your FQHC Look-Alike Project Officer with any questions or problems.
6. Go to the EHB portal starting July 1, 2010 to begin entering data to verify their scope of project.

HRSA is committed to assuring a smooth and successful transition of the FQHC Look-Alike program into HRSA's EHB. We look forward to working with you on this transition. If you have systems-related inquiries and/or questions about EHB, please contact the BPHC Help Line at

(301) 443-7356 from 8:30 AM to 5:30 PM EDT Monday through Friday. If you have programmatic questions, please contact Twyla Adams or Esther Paul at (301) 594-4300 or submit any questions to the OPPD e-mail box OPPDGeneral@hrsa.gov.

/s/

James Macrae
Associate Administrator